



Using PMM & SEM Templates

Best Practices

SUITE Support Team (SST) Community Meeting
April 28, 2011

Beverly Linderman

Using PMM & SEM Templates

Best Practices

- ◆ New, current templates should always be pulled when starting a new project.
 - Internal Staff/Contractors:
 - Pull templates from the DTMB Intranet Forms Site.
 - <http://inside.michigan.gov/dtmb/wr/Pages/Forms.aspx>
(Click one of the four DMB / MDIT Forms links.)
 - Outside Vendors:
 - Pull templates from the SUITE Internet site.
 - <http://www.michigan.gov/suite> (Click the Public Forms Index Quick Link on the right-hand side of the screen.)

Using PMM & SEM Templates

Best Practices (cont.)

- ◆ To prevent losing toolbars and functionality:
 - Always Open/Save PMM and SEM forms as a **TEMPLATE (.dot)**, NOT as a **DOCUMENT (.doc)**.
 - To open: **RIGHT CLICK > OPEN** rather than DOUBLE CLICK.
 - DTMB Site: Do NOT do RIGHT CLICK > OPEN > SAVE (this defaults to a .doc). Do a **RIGHT CLICK > OPEN > OPEN**, instead, or a **SINGLE CLICK > OK** (this option opens as a Read-Only). Then SAVE the template to your computer/repository for use.
 - Always select **ENABLE MACROS** when the macro pop-up box appears.
 - If a “macros disabled” message appears, your macro settings are set too high. To fix this, click **TOOLS > MACRO > SECURITY...** and set to **MEDIUM**.
- ◆ To view the PMM or SEM Toolbar, should it not appear when opening the Template, click **VIEW > TOOLBARS > then the PMM or SEM Toolbar towards the end of the list** (e.g., SEM-402 Toolbar).

Using PMM & SEM Templates

Best Practices (cont.)

- ◆ To UNLOCK / LOCK a Template (for adding sections, adding/modifying rows in signature tables, restoring template functionality, etc.):
 - **UNLOCK**: Click the **ADD OR DELETE SECTIONS** button on the PMM or SEM Toolbar.
 - **LOCK / RE-LOCK**: Click the **RETURN TO TEXT ENTRY** button on the PMM or SEM Toolbar.
- ◆ Open templates in Microsoft (MS) Word 2003.
 - Templates will not be converted to MS Word 2010 – They will be converted directly to InfoPath.
 - Functionality issues may occur in MS Word 2010.

Additional Template Information

- ◆ Template Instructions Document. Accessible through:
 - The [INSTRUCTIONS FOR COMPLETING THE SYSTEMS ENGINEERING METHODOLOGY \(SEM\) TEMPLATES](#) link (first link) on the first page of every SEM template.
 - This document has not been updated since the DTMB Intranet site was established but still contains useful information.
 - The DTMB Forms Site [SEM_Template_Instructions \(SEM-0000\)](#) document.
- ◆ Your Local SUITE Support Team (SST).
- ◆ General template suggestions, questions or comments can be sent to:
 - SUITE@michigan.gov -OR-
 - Through the [COMMENTS/SUGGESTIONS](#) link on the first page of all PMM and SEM templates.

Questions?

